

Election Committee Charter

Village Grande at English Mill Homeowners Association

Purpose

The purpose of the Election Committee is to organize and manage the Election process of the Board of Trustees for the Village Grande of English Mill Homeowners Association as well as to ensure and provide for a fair and impartial election of the Board of Trustees.

Scope of Authority

The Election Committee (EC) was established by the Board of Trustees (BOT) of the Village Grande of English Mill Homeowners Association pursuant to Article XI of the By-Laws of the Community. The Election Committee is under the direct supervision of the BOT and serves at its pleasure. The Committee has no expressed or implied power of authority excepting those provided in the Planned Real Estate Development Full Disclosure ((PREDFDA), the Radburn Amendment and our Governing Documents.

Membership

Committee membership is limited to members in good standing of the HOA.. Chairpersons and members may be appointed or removed by the BOT. No Committee member may be a candidate or a relative of a candidate. The Chairperson shall be the primary point of contact and lead the Committee in its duties.

Responsibilities

In order to fulfill its purpose, the Election Committee shall:

1. Establish a protocol for conducting the election process for the VGEM Board of Trustees or any other community voting process.
2. Align the process of elections to meet requirements of the Governing Documents, as well as the Radburn Amendment to the PREDFDA and any other directive by state and federal authorities.
3. Recommend and ensure procedures, timetables, ballots and any other requirements to provide for ballot safety, validation, security, tally and confidentiality of the election process according to all government and HOA Regulations.
4. Prepare candidate qualification requirements, interview guidelines and criteria for discussing service and responsibilities for a position on the Board of Trustee with the candidates.
5. Meet with candidates to discuss Board function, campaign procedures

voting requirements and concerns or issues as raised by the candidates.

6. Conduct "Meet the Candidates" Night.
7. Seek Board guidance and approval as required.
8. Receive and tally votes.
- 9..Notify BOT of election outcome, advise candidates and notify Community Manager to announce results
- 10.Prepare and provide minutes of all meetings as well as a final Election Report to the Board of Trustees

Amendment

This Charter may be reviewed, or revised at any time as deemed necessary by the Board of Trustees.

Approved Janette Harris Date 3/26/24

Revised: March 26, 2024